

THE UNITED STATES AIR FORCE HERITAGE OF AMERICA BAND***LANGLEY WINDS***

The United States Air Force Heritage of America Band's Langley Winds woodwind quintet will soon be performing in your community. As sponsors, you have the responsibility of providing a quality printed program. PLEASE DO NOT MIMEOGRAPH ONE. Camera ready program shells are attached, and you will receive the program selections and personnel list approximately four weeks prior to the concert date. Sample programs have been provided with the publicity kit. Advertising, per se, is not permitted on the program. Business firms and individuals who contribute toward the cost of printing can be listed as donors and their valuable assistance can be acknowledged from the stage.

SUGGESTED PRINTING INSTRUCTIONS:**PROGRAMS:**

1. The paper and ink may be of any quality and color.
2. The paper size should be 8-1/2 x 11 inches and folded in half to form four pages.
3. The cover should contain the following information:
 - A. refer to the "United States Air Force Langley Winds woodwind quintet",
 - B. the date,
 - C. time and location,
 - D. sponsor may also be identified.
4. The design and layout of the cover may be taken from the examples provided. You are not limited to these examples; if you would like to create your own cover, please feel free to do so.
5. The program must contain the following:
 - A. the personnel list,
 - B. the program,
 - C. address for comments,
 - D. band InfoLine and website.
6. Information may be arranged in any order convenient for the sponsor.
7. Optional items include:
 - A. the group biography,
 - B. individual biographies,
 - C. any of the photos provided.

TICKETS:

1. should be printed for each concert,
2. should refer to "The United States Air Force Langley Winds woodwind quintet",
3. should include place, date, and time,
4. should not be numbered,
5. print 1/3 more tickets than the auditorium seats; (See *Sponsor Information Guide* for more information).
6. The following should be printed on tickets in small print:

Ticket holders are requested to be seated by (*insert time 20 minutes prior to concert downbeat*).
Doors will be opened to the general public at (*insert time 15 minutes prior to concert downbeat*).